

23 March 2004

HRSC-SW Operating Procedure 12330.2a

SUBJ: PLACEMENT ASSISTANCE PROGRAMS

Ref: (a) 5 CFR 330
(b) DoD Directive 1400.20, "DoD Program for Stability of Civilian Employment," dated Jun 81
(c) DoD Directive 1400.25-M, DoD Civilian Personnel Manual (CPM) dated Dec 96
(d) DoD PPP Operations Manual dated Jul 98

Encl: (1) RPL Briefsheet
(2) RPL Application
(3) RPL Checklist
(4) Employee Notification Sheet
(5) HRSC-SW PPP Priority Order of Offer Guidance
(6) Statement of Understanding (SME) Form

1. **Purpose.** To establish the procedures and guidance for operating required placement assistance programs including the Interagency Career Transition Assistance Plan (ICTAP), the Reemployment Priority List (RPL), and the Department of Defense (DoD) Priority Placement Program (PPP).
2. **Cancellation.** HRSC-SW-OP-12330.2 dated 23 April 2003.
3. **Scope.** These procedures apply to all activities serviced by HRSC-SW.
4. **Background.** The filling of vacancies may be subject to requirements of Federal or DoD mandated placement assistance programs.

a. The ICTAP and the RPL are Federal programs that are applicable when filling vacancies with applicants outside of DoD. ICTAP requires that well qualified displaced applicants from non-DoD agencies be afforded selection priority. The RPL provides reemployment consideration for current and former DoD career and career conditional, competitive service employees, who are separated by reduction in force (RIF) or have received a RIF separation notice or Certificate of Expected Separation (CES), and those who are separated (or who accept a lower graded position instead of separation) due to compensable injury or disability and who fully recover more than one year from the date compensation is payable as described in 5 CFR Parts 330 and 353 (reference (c)). The RPL requires that qualified registrants in the commuting area of a vacancy be given consideration and restricts filling of a position from sources outside DoD. Requirements of both of these programs are set forth in reference (a).

b. The Priority Placement Program (PPP) is a DoD administrative program governed by DoD policy and procedures. It is DoD policy under references (b) through (d) to minimize the adverse effects on employees caused by actions, such as reductions-in-force (RIF), base closures, realignments, consolidations, contracting out, position classification decisions, rotations from overseas, and transfers of function. The PPP is the primary means for implementing this policy throughout DoD. Program requirements are set forth in reference (d). The PPP consists of several subprograms including the

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Retained Grade Program; the Military Spouse Employment Program; and the Overseas Employment Program. These programs are managed via the Automated Stopper and Referral System (ASARS).

5. **Policy.** Most recruitment actions are subject to mandatory provisions of references (a) through (d). Accurate and timely handling of eligibles in these programs is essential to maximize employee placement opportunities and to meet management needs in downsizing and filling positions.

6. **Procedure.** The HRSC-SW and the customers it serves (i.e., HROs, activity management, and employees) are responsible for executing the procedures outlined below.

a. **HRSC-SW responsibilities:**

(1) RPL and ICTAP:

(a) Verify applicant's program eligibility (see enclosure (1) for Briefsheet).

(b) Determine if there are qualified RPL and ICTAP registrants in the commuting area of the vacancy.

(c) Refer well-qualified applicants eligible for RPL and ICTAP selection priority, annotate the referral certificate and provide information regarding program requirements to HRO/management as appropriate.

(d) Counsel and register eligible employees for RPL using enclosures (2) thru (4). Ensure all required documentation is received to establish program eligibility and upload registration to ASARS.

(e) Maintain and update records required by reference (a).

(2) DOD Program for Stability of Civilian Employment (PPP):

(a) Upload vacancies to ASARS, except those for which the HRO has provided a valid PPP exception. Permanent vacancies filled by a Reemployed Annuitant will be uploaded to ASARS and will remain open as long as the Reemployed Annuitant occupies the position. Vacancies will not remain open for re-employed annuitants that return to work through their activity's workers' compensation return to work program.

(b) Close ASARS upon issuance of a referral list. Annotate the list to reflect that the PPP has been cleared at the time the referral was issued and selection may be made without further regard to PPP clearance. If there are outstanding matches at the time the referral list was issued, document the recruitment list that an offer cannot be made until PPP is cleared.

(c) Download registrant resumes from ASARS when there are PPP matches and notify HRO of the status. When there is more than one resume per position, forward resumes via email to the HRO for consultation with management in determining order of offer(s). The package includes a copy of enclosure (5) to assist the HRO and manager in adhering to program requirements.

(d) Provide the HRO with the registrant's employment application or resume if the PPP match is at GS-12 or higher to assist in the joint qualification determination process. If HRO/management

challenges the PPP registrant's qualification, provide enclosure (6) to assist in the joint qualification process.

(e) Contact registering activities to coordinate qualification determinations, request registrant's employment application for PPP matches at the GS-12 level or higher and/or the registrant's Official Personnel Folder for matches at the GS-14 and GS-15 level, establish a qualification dispute and/or extend job offers, as appropriate. Forward formal qualifications disputes to a Regional Coordinator for review within 15 calendar days of establishment.

(f) Counsel and register employees in the PPP. Perform file maintenance, as needed.

(g) Initiate contact with the appropriate PPP Regional Coordinator and DOD CARE program official upon notification and receipt of supporting documentation from HRO regarding a PPP placement issue.

(h) Provide PPP advice and assistance to the HRO and keep the HRO informed of program changes and updates.

(i) Contact registering and gaining activities to coordinate the entrance on duty (EOD). Temporary and term appointments may be effected only after the registrant has been separated with a break in service of more than three (3) days, unless the registrant is currently employed by the activity having the vacancy. However, when obligations for payment of severance pay and lump sum annual leave can mutually be agreed upon between the registering and gaining activity, the break in service is not required. Obtain a memorandum of understanding (MOU) from the activities prior to finalizing the EOD. The registering/losing activity must include the line of accounting in the MOU.

(3) Forward monthly retained grade listing of repromotion eligibles to HRO to maintain local Priority Consideration List.

b. HRO responsibilities:

(1) Advise management on requirements, issues and procedures associated with the various mandated placement assistance programs.

(2) Ensure PPP exception is documented on the RPA with the applicable reference (c) citation prior to forwarding to the HRSC-SW.

(3) Consult with managers on the order of PPP offers to be used by HRSC-SW and ensure that PPP offer order is forwarded to the HRSC-SW within two (2) days of receipt.

(4) Provide documentation to facilitate PPP qualification determinations and/or support qualification disputes.

(5) Obtain necessary fund cite from management officials for travel orders, when applicable.

(6) Notify HRSC-SW of any potential PPP registrants with performance and /or conduct issues. Coordinate PPP registration dates and location with HRSC-SW Staffing Team.

(7) Notify HRSC-SW Staffing Team and provide written approval by the activity commander when early PPP registration has been authorized.

(8) Advise military spouses seeking PPP registration to contact HRSC-SW PPP Team by telephone for registration assistance.

(9) Update and maintain the HRO priority consideration list of repromotion eligibles and/or employees eligible for local priority consideration. Refer eligibles to the selecting official for consideration prior to submission of RPA to the HRSC-SW. Contact HRSC-SW Staffing Team for qualification determination assistance.

(10) Notify HRSC-SW and provide written documentation from Department of Labor when an employee has fully recovered from a compensable injury or disability and is now eligible for RPL registration. Provide a copy of the employee's current resume.

(11) Obtain a written statement affirming support of the PPP from newly appointed Commanders or heads of activities.

c. **Management responsibilities:**

(1) Ensure command support of the PPP and other mandated placement programs.

(2) Issue a policy statement to activity managers affirming support of the PPP whenever there is a change in activity head.

(3) Receive PPP registrant resumes from HRO; determine order of offer(s) using enclosure (5); and forward to HRSC-SW within 2 workdays.

(4) Consult with HRO when considering early PPP registration.

(5) Consult with HRO on program requirements, issues, and procedures.

(6) Provide information to HRO, enclosure (6), to support qualifications disputes or issues involving an employee placed through PPP.

d. **Employee responsibilities:**

(1) Provide a current employment application to HRSC-SW to be used in determining program eligibility and qualifications determination for PPP and RPL.

(2) Notify the HRSC-SW of any changes to PPP/RPL registration.

(3) Respond within two calendar days to any PPP/RPL job offer. If overseas registrant, respond within three calendar days.

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(4) Submit a resume and RPL application, enclosure (2), to the HRSC-SW within 30 calendar days of the RIF separation date to be entered into the program. If fully recovered from a compensable injury of more than one year, submit a request to the HRO for reemployment, including conditions for employment, within 30 calendar days after the date compensation ceases. Consult with the HRO regarding eligibility requirements.

4. **Effective Date**: 01 March 2004

BRIEFSHEET
Eligibility for Registration in the Reemployment Priority List (RPL)

References: 5 CFR 330;
DoD PPP Operations Manual July 1998

Eligibility due to reduction in force:

To apply for the RPL, an employee must meet *all* of the following:

Be serving under an appointment in the competitive service in tenure group I or II;

Have received a performance rating above unacceptable;

Have received a specific notice of separation, or a Certification of Expected Separation;
and

Have not declined a RIF offer of a position with the same type of work schedule and a representative rate at least as high as that of the position from which the employee was or will be separated.

Date eligible to register: May register as soon as a specific notice of separation, or Certification of Expected Separation is issued.

Deadline to submit application: Must submit RPL application within 30 calendar days after the RIF separation date (Employees who fail to submit a timely application are not entitled to be placed on the RPL).

Grade level cleared: The RPL is cleared at the grade level at which position is being filled. For demonstration project positions, the RPL is cleared at the top of the pay band, e.g., if position is being filled at the DP-2 with promotion potential to DP-3, clear the RPL at the GS-11 level (the top of the GS-9/11 level for the DP-2 pay band).

Area of referral: Registered for commuting area in which separated.

Period of eligibility: Tenure group I employees are eligible for the RPL for 2 years, and tenure group II employees are eligible for 1 year, from the date the employee is *entered on the RPL*.

Temporary positions: Registrants who register for temporary positions and then decline a temporary position will not be considered for future temporary positions.

DISCLAIMER: Briefsheet is for information only. This Briefsheet does not establish, revise, replace or supplement policy or procedures contained in the 5 CFR 300 or DOD PPP Operations Manual.

Enclosure (1)

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Different work schedules: Registrants who decline a position with a different work schedule than that of the last position held, will only be considered for future positions having the same work schedule as the last position held.

Interviews: Registrants who decline an interview or fail to appear for a scheduled interview for a permanent position will be removed from the RPL for that grade level or representative rate or below.

Loss of Eligibility for lower grades: Registrants who decline a position at a lower grade (than that separated from) will not be considered for positions with a representative rate at or below the rate declined.

Loss of Eligibility: Voluntarily leaves the agency before being separated by RIF, receives a career, career conditional appointment or excepted appointment without time limitation, declines or fails to appear for a scheduled interview or declines an offer or fails to respond to an inquiry about a specific position with a representative rate equivalent to the last position held.

Update Address and Phone Number: Registrants are responsible for ensuring the HRSC-SW has their current address and telephone number where they can be reached.

Employment restrictions: The agency may not fill a permanent or temporary competitive service position by *new appointment* when a qualified registrant is on the RPL, unless the individual appointed is a qualified 10-point preference eligible; or by transfer or reemployment, unless the individual is a preference eligible, or exercising restoration rights based on return from military service or recovery from a compensable injury or disability, or is exercising other statutory or regulatory reemployment rights.

Note: The RPL does not preclude the filling of vacancies by promotion, reassignment or other position change of *current, permanent* DoD employees.

Order of offers: First, the HRO checks their Repromotion Eligible List. Second, the HRSC checks the Priority Consideration List (PCL), and then the PPP and RPL are checked by HRSC, concurrently. If PPP registrants are available, well qualified, and currently employed by DoD, they take precedence over RPL registrants. If there are no such registrants available in the PPP, then the RPL registrants are considered over PPP registrants who are no longer employed by DoD. Note: PPP must be cleared prior to effecting a selection from the PCL, unless the action is a promotion of a current DOD employee who was not given proper consideration.

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APPLICATION TO REGISTER IN OPM'S REEMPLOYMENT PRIORITY LIST (RPL)

Complete the following and return to the HRSC-SW with your current resume. You must submit your application for placement on the RPL upon receipt of a specific RIF notice of separation but no later than 30 calendar days after the effective date of your RIF separation. You will not be placed on the RPL if you do not submit a timely application and resume to HRSC-SW during this timeframe.

Name _____ SSN _____

Address _____

Work # (____) _____ Home # (____) _____ Fax # (____) _____

Email: _____ Full Performance Level: _____

Current Title/Pay Plan/Series/Grade: _____

Tenure Subgroup _____ Activity _____

Separation Date: _____

INSTRUCTIONS: Check all statements that apply.☐ I request registration ONLY for the position/grade level held at time of separation; **or**☐ I request registration for the position/grade level held at time of separation AND the following positions/grade levels (if I qualify).

Job Title	Grade Level (s)
_____	_____
_____	_____
_____	_____

☐ I will accept:☐ Full-Time ☐ Part-time☐ Intermittent☐ Temporary Appointment ___ 60-119 Days ___ 120-179 Days ___ 180-364 ___ 1 yr or more☐ DAWIA☐ Seasonal☐ Supervisory

I understand I must notify Human Resources Service Center, Southwest (HRSC-SW) of any changes that will affect my registration eligibility and availability. I also understand that if I decline a *permanent* position I will not be entitled for consideration to any positions with a representative rate at or below the grade level of positions I decline. If I decline a position at the representative rate of my last position, I will be removed from the RPL.

Employee Signature_____
Date

Enclosure (2)

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REEMPLOYMENT PRIORITY LIST (RPL) CHECKLIST

Applicant's Name: _____

Instructions – Initial the blank to the left of each item. Your initials indicate that you have been counseled and have a clear understanding of registration in the RPL and your responsibilities.

1. _____ I understand that registration for the RPL is voluntary and that if I choose to register, I must do so no later than 30 days after the effective date of my RIF.
2. _____ I will be removed from the RPL if I decline a career or career conditional position at the same representative rate and work schedule as the last position I held.
3. _____ If I register for temporary employment and decline an interview or offer, I will no longer be considered for temporary positions.
4. _____ If I register for work schedules other than the one of my last position and decline a position or interview with a work schedule different than my last position, I will only be considered for the work schedule of my last position.
5. _____ I understand that it is my responsibility to keep the HRO advised of my address and phone number so that I may be contacted for interviews and job offers. If I fail to do so I understand I will lose consideration until I provide updated information and this will not extend my time on the RPL.
6. _____ I understand that I may request a qualification determination for additional series at any time by submitting an additional RPL application form to my last HRO and I will be notified of the decision within 10 days of receipt of the application.
7. _____ I understand that if I am contacted for an interview and decline, or fail to appear I will lose eligibility for positions of that representative rate and below.
8. _____ I understand that if I decline a position with a representative rate below that of my last position, I will lose eligibility for positions of that rate and below.
9. _____ I understand that I must accept or decline any offer within no more than 2 calendar days after I have been notified of a job offer. My reply may be made by phone, mail, or fax or hand delivered to the HRSC-SW.
10. _____ I understand that I may request qualification determination for any position at the same representative rate or full performance level representative rate or below of my last position.
11. _____ **I understand that if I am no longer employed at the time an offer is made from the RPL I am *not* eligible for *retained grade* or *retained pay*. Highest previous rate (HPR) rules *may* or *may not* be applied to set my pay. Employees still on DoD activity roles will, if eligible, have their pay set under retained grade or retained pay or HPR regulations.**
12. _____ **I understand that my eligibility on the RPL will be for one (1) year if I am Career Conditional, two (2) years if Career from the date I am registered on the RPL.**

Registrant's Signature_____
Counselor's Signature_____
Date

Enclosure (3)

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DEPARTMENT OF DEFENSE REEMPLOYMENT PRIORITY LIST
EMPLOYEE NOTIFICATION SHEET

General. As the result of a (reduction in force (RIF) separation notice, Certificate of Expected Separation (CES), recovery from compensable disability), dated (to be determined), you are eligible to register in the Department of Defense (DoD) automated Reemployment Priority List (RPL). The RPL provides reemployment consideration for DoD competitive service employees who are separated by reduction in force (RIF) or have received a RIF separation notice or Certificate of Expected Separation, and those who are separated (or accept a lower graded position instead of separation) due to compensable injury or disability and who fully recover more than 1 year from the date compensation is payable.

Application. In order to register in the RPL you must submit a current Federal application or resume to the Human Resources Service Center-Southwest (HRSC-SW). The human resources specialist will assist you in registering for the RPL by completion of the RPL Application form. You may submit your application at any time after receipt of this notification, but the application must be submitted no later than 30 calendar days after (the RIF separation date or date compensation from the disability ceases. If you have filed an appeal for continuation of compensation, the 30-day period begins the day after resolution is reached.)

You must provide HRSC-SW current information and update the registration, as necessary, to permit the gaining activity to contact you regarding reemployment. Failure to provide required information may result in your ineligibility to register or, if already registered, termination of your registration. If requested, you must also provide a current Federal application or resume to any other DoD activity for which registered, to assist in your reemployment.

Registration Timeframes. You may register in the RPL for 1 or 2 year(s) from the date of your initial registration. You may be removed from the RPL prior to the expiration of your eligibility if any of the following occur:

- a. You request removal, in writing;
- b. You receive a career, career-conditional, or excepted appointment at any grade level, without time limitation, in any Federal Agency;
- c. You decline or fail to reply within 5 workdays to a written offer of a career or career-conditional appointment without time limitation, to a DoD position, at the same grade level, or equivalent, and with the same work schedule, as that of the position from which separated or scheduled to be separated;
- d. You separate for some other reason (such as retirement or resignation) before the date the RIF separation would take effect. (If you retire on or after the date of RIF separation, eligibility continues);
- e. You decline an interview or fail to appear for an interview for an equivalent position;
- f. You cannot be contacted. You may be reregistered provided you submit another RPL application; however, the total registration period will not be extended beyond the original date; or
- g. (Overseas only) You leave the area covered by the RPL or become disqualified for overseas employment because of previous service or residence. However, you may request, in writing, RPL referral to another commuting area in the United States.

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Availability. You may register in the RPL for full-time, part-time, intermittent, seasonal, and temporary employment. As indicated above, you will be removed from the RPL if you decline an offer of a career, career-conditional, or excepted appointment without time limitation, as long as the offered position has the same work schedule, as that of the position from which separated or scheduled to be separated.

Skills. You may register for all skills for which eligible based on the Office of Personnel Management (OPM) qualification standards. Following your registration, you will continue to have the opportunity to add additional skills and should contact the registering activity for any assistance. You may review the DoD vacancies listed on www.usajobs.opm.gov in order to see if there are positions available for which you have not registered in the RPL.

Grade Levels. You may register for any grade level or pay system (e.g., General Schedule, Wage Grade) up to and including your current (or former) permanent grade. You may not register for positions that are at a higher grade or representative rate than your current (or former) position, unless you were previously demoted under RIF from a higher-grade position that was held on a non-temporary basis in the competitive service. You will not be considered for any position that has a higher promotion potential than your current (or former) position. If your current (or former) position is in a pay-banded system, you may not register for positions that are at a higher grade or representative rate than your “exit grade” from the current pay band.

Area of Referral. If you are eligible for the RPL due to reduction in force, you can register for all DoD activities within the commuting area of your current (or former) duty station. Individuals with RPL entitlement based on recovery from a compensable injury or disability, who cannot be placed at their former or equivalent grade level in their commuting area, are entitled to priority consideration for equivalent positions elsewhere within DoD, subject to the approval of the appropriate CARE Coordinator. In lieu of expanded geographic consideration, an individual registered based on recovery from a compensable injury or disability may elect to be considered for the next best available position in the former commuting area.

Appeal. If you believe your reemployment rights through the RPL have been violated because of the employment of another person, you may appeal to the Merit Systems Protection Board under the provision of the Board's regulations. Bargaining unit employees may file a grievance through the appropriate negotiated grievance procedure or may file an appeal with the Merit Systems Protection Board, but not both.

HRSC-SW POC. If you need additional information to assist in your decision regarding the RPL, or wish to review the pertinent regulations on the RPL please contact,
 _____ at _____, (Human Resources Specialist at
 registering activity).

 Counselor's Signature Date

 Registrant's Signature Date

HRSC-SW
PPP PRIORITY ORDER OF OFFER GUIDANCE

Position: _____
 (Title, Payplan, Series, Grade)

The HRSC-SW has received more than one Priority Placement Program (PPP) match for the position shown above. To expedite the job offer process, your determination of the order of offers is needed so that HRSC-S W can continue with the offer process in the event that your first choice registrant is unavailable or not well qualified.

This guidance is provided to assist you in adhering to the required PPP priority order as you determine the order of offers which you want HRSC-SW to follow. Note that offers are made only by HRSC-SW staff and only after verification that a registrant is well qualified for the position being filled.

All registrants in the PPP are assigned a priority code of 1, 2, or 3 depending on the basis for their registration eligibility. When there are PPP registrant matches for a position being filled, offers are made to qualified registrants in order of priority meaning that offers must be made first to Priority 1 registrants, then to Priority 2 registrants, then to Priority 3 registrants.

The registrant's priority is indicated under the "RESUME DATA" area on the attached PPP resumes. Indicate your desired order of offer(s) below and return this sheet with the resumes to HRO within two workdays.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

FOR HRSC-SW USE ONLY

PERSACTION I.D. #

REQUISITION #

Enclosure (5)

23 March 2004

STATEMENT OF UNDERSTANDING

SUBJECT MATTERS EXPERT (SME)

I hereby acknowledge that I have been apprised of the confidentiality of the information I am reviewing. I will not divulge or discuss any technical or personal information to anyone other than a member of the Human Resources/Civilian Personnel Office. I also will exclude myself from review of information if the employee is a relative or close personal friend of mine.

My findings are based on the facts within the documents I am reviewing and not on what I have heard or believe to be true about the individual(s).

Name of individual being evaluated: _____

Position/Job the individual is being evaluated for (include title/PP/SERGR):

BACKGROUND OF SME:

1. Position Title: _____

2. PP/SER/GR: _____

3. Years of experience in current position: _____

4. Synopsis of experience that qualifies the SME as an evaluator:

5. Attach summary of qualification review.

SIGNATURE OF SME

SIGNATURE OF HRO/CPO REP

DATE

Enclosure (6)